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Guidelines and Procedures for International Food Relief Partnership Transportation, Delivery and Distribution Applications

The International Food Relief Partnership (IFRP) is a USAID program to support the production, stockpiling, transportation, delivery, and distribution of shelf-stable, prepackaged foods by U.S. non-profit and Public International Organizations. These guidelines and procedures apply to grant proposals for transportation, delivery and distribution of commodities.

In administering the IFRP program, USAID seeks to diversify the types of Title II food aid commodities available for programming and expand USAID's base of non-profit organizations capable of managing U.S. government-funded international food aid programs.

The commodities currently available for distribution are: Breedlove Dehydrated Foods' Harvest Pro Vegetable blend and Plain Harvest Lentil blend.

Eligibility Requirements

To be eligible for a grant, an organization must be a U.S. nonprofit organization having a 501(c)(3) status with the IRS or a Public International Organization (PIO).

Proposal Deadline

Proposals must be received by Food for Peace, per instructions below, no later than 1 February 2007. These procedures apply to both new applicants and current grantees seeking consecutive years of funding.

Submission Procedures

Applicants are required to submit one (1) unbound copy of their submission to USAID's Office of Food for Peace via AMEX International Attn: 2007 IFRP Applications, 1300 Pennsylvania Avenue, N.W., Suite 200, Washington, DC 20004 and one (1) electronic copy of their submission to FFP at IFRP@amexdc.com. USAID will confirm receipt of proposals within two weeks of their arrival. USAID will forward a copy of the proposal to the USAID Mission or Diplomatic Post in the proposed country of operation.

Starting on February 2, 2007, USAID will begin the review of applications for Fiscal Year 2007 IFRP transportation, delivery and distribution resources.

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Application Documentation

Applications must include the following: 1) cover letter, 2) proof of eligibility per requirements listed above, 3) proposal (*in 12-point font, not to exceed 10 pages total*), 4) detailed and comprehensive summary budgets and budget narrative, and 5) copy of the organization's NICRA if applicable (*see Budget section below for more details*).

Proposal Format

Due to the high volume of applications anticipated, Food for Peace recommends that applicants use the following suggested format in order to facilitate the review process. Regardless of format used, the applications should provide the information listed under each section below.

I. Executive Summary

Provide a brief summary of the nature of the food security situation and the proposed intervention.

II. Organization Description

Provide a brief description of the organization and any/all local partner organizations. Include a brief history of the organizations' activities in the proposed country of operation and any previous experience with the distribution of food aid commodities in the proposed country of operation, and/or elsewhere. Please identify any other donor organizations which have previously supported or currently support the organization.

III. Situation Analysis

Present a description of the food security situation in the country as well as the proposed areas of operation. Provide an explanation of why those areas have been selected and a description of the proposed beneficiaries. Provide the number of beneficiaries to be targeted, and an explanation of targeting criteria used to select them. Include any relevant statistics or assessment data (from the applicant and/or other organizations) which exemplify the need for the proposed intervention.

IV. Program Objectives and Strategy

Provide the overall goals and objectives of the program. Describe the activities to be implemented for each objective. Discuss how an IFRP grant would contribute to addressing the problem of food insecurity presented in the situation analysis, and how the IFRP activities enhance or are integrated into the organization's ongoing program. Discuss the likely impacts of the food assistance on beneficiary well being, including health and diet, and any other likely development impacts (e.g., increased school attendance). Include a monitoring plan which outlines how the organization will track progress against its objectives, a reporting/monitoring schedule, and any plans for an internal or external evaluation of the program.

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V. Implementation Plan

Provide an explanation of how program activities will be implemented. Outline logistical arrangements pertaining to accessing, loading, shipping, storing and distributing commodities. Provide a delivery and distribution schedule and a list of proposed distribution sites. Provide commodity selection, and explain why the selected commodity is suitable (e.g., in terms of local diet, nutritional content, cultural preferences, etc.) for the proposed target population. Describe ration size per beneficiary, and proposed distribution procedures. Include any relevant information pertaining to coordination with the host government, other organizations, or other program activities which complement the use of IFRP commodities.

VI. Budget and Budget Narrative

Provide a detailed budget, including a breakdown of costs within the following line item categories (headquarters and field personnel; transport, storage, and handling; local travel; other direct costs; and indirect costs, if applicable – see below), funding sources for each cost (e.g., IFRP grant, host government contributions, organization's private contributions), total amount and description of any non-federal cost-share, and a copy of a *Negotiated Indirect Cost Rate Agreement (NICRA)* if application contains indirect costs. (Note: *Applications may only include indirect costs if they have a NICRA. See Additional Information section below for more information on how to obtain a NICRA.*) Provide a comprehensive summary budget containing a summary of the estimated line item categories from the detailed budget. Include a budget narrative which briefly explains each line item. Include a calculation of any non-federal contributions to the program, either in-cash or in-kind.

Additional Guidance

Late or incomplete applications will not be considered.

All proposed grant goals, objectives, and activities must be achievable within 12 months.

Proposals may request a maximum of 75 metric tons (MT) of commodities and up to \$100,000 of funding per grant agreement. (Note: *Funding is available for costs directly associated with the movement, management and monitoring of IFRP commodities. Funding will not be considered for the following costs: vehicle purchase, project materials, tools, and office equipment.*)

While applicants are not required to include counterpart funding toward the transportation and distribution of commodities, applications that include cash and/or in-kind contributions from non-U.S. government sources will be given preference, as this demonstrates a strong commitment to the planned activities and extends the benefits of U.S. government funding.

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In order to maximize the diversity of partners, organizations will be eligible to receive no more than two grants per fiscal year funding cycle.

While the overall quality of the application (as reviewed against the criteria indicated below) will significantly influence which application(s) receive funding, Food for Peace reserves the right to prioritize the funding of applications in countries and/or areas clearly demonstrating food insecurity.

Review Procedures

All proposals will be reviewed by a committee of two or more Food for Peace representatives, as well as by USAID Mission or Diplomatic Post staff when possible, and scored 1-100 using the following criteria and possible points per criteria:

1. **Organization Description:** *Capacity of the organization(s) to undertake activities in the proposal*, assessed by a clear description of the organizations' qualifications and experience, demonstrated knowledge of the country and proposed area(s) of implementation, and demonstrated experience undertaking activities of comparable complexity. (10 points)
2. **Situation Analysis:** *Justification of need in the proposed country/areas of operation*, assessed by a clear description of the nature of food insecurity in the implementation areas and among target populations, including effective use of relevant statistics and assessment data. (20 points)
3. **Program Objectives and Strategy:** *Technical merit of the proposal*, assessed by the inclusion of a thorough description of program goals, objectives and activities, a concise plan for tracking progress against objectives, reporting and evaluating program impact, and clear, realistic explanation of any impact of the IFRP grant on beneficiaries, beyond feeding activities (e.g., increased school attendance or clinic visits). (35 points)
4. **Implementation Plan:** *Quality of program planning*, assessed by clear, concise description of how activities will be carried out, realistic timeframe for delivery and distribution of commodities, relevant coordination issues, and evidence of thorough review of the suitability of the commodity in the proposed country/area of implementation. (25 points)
5. **Budget:** *Quality of financial planning*, as assessed by the inclusion of detailed and comprehensive summary budgets with correct calculations, the inclusion of allowed costs only, clear description of line items in the budget narrative, and organizational

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commitment to the program as evidenced by the inclusion or integration of non-federal resources. (10 points)

Notification

After notification of a potentially successful application, but prior to signing an award, successful applicants will be required to submit:

- Certifications regarding terrorism
- Certifications regarding lobbying
- A statement by the applicant assuring that the commodities can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post, or a Host Country FFP Agreement.
- Branding Strategy and Marking Plan
- DUNS Number (Note: Applicants are encouraged to apply for a DUNS number well in advance of the application period because it may take 3 weeks or more to obtain the number online.)

By April 1, 2007, USAID will notify applicants of funding decisions.

Program Completion

Grantees must submit a final report within ninety (90) days of the agreement expiration date summarizing how and why the goals and objectives were met, or, if the overall goals and benchmarks were not met, an explanation of why not. The final report should focus on results achieved and should be substantiated with quantitative data as appropriate. Final reports should be submitted in electronic format to FFP at IFRP@amexdc.com. If electronic format is not possible, an unbound hard copy may be submitted to AMEX International Attn: 2007 IFRP Final Reports, 1300 Pennsylvania Avenue, N.W., Suite 200, Washington, DC 20004.

Additional Information

Breedlove Dehydrated Foods product specifications are available at:
<http://www.breedlove.org/products.htm>

Information on malnutrition (stunting) rates can be found at:
<http://www.phnlp.com/dolphn>

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Information about how to obtain a NICRA can be found at:

http://www.usaid.gov/business/business_opportunities/cib/pdf/cib92_17.pdf

Information on certifications regarding lobbying can be found at:

<http://www.usaid.gov/forms/sfillin.pdf>

Information on certifications regarding terrorism can be found at:

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf

Information about how to obtain a DUNS number can be found at:

www.dnb.com/US/duns_update/index.html

Requirements pertaining to Branding and Marking can be found at:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/branding_annex_f.pdf

Information pertaining to a Host Country Food for Peace Agreement can be found at:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm#211.3

Regulation 11, which governs P.L. 480 Title II can be found at:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm

U.S. regulations governing the administration of assistance award to U.S. Non-governmental organizations can be found at:

<http://www.washingtonwatchdog.org/documents/cfr/title22/part226.html>

Humanitarian charter and minimum standards in disaster response can be found at:

<http://www.sphereproject.org/>

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